

CITY OF BURBANK

SAFETY COORDINATOR

DEFINITION

Under general supervision, assists in the planning and implementation of the citywide safety program and conducts safety inspections; participates in safety committee meetings and evaluates safety data; and to do related work as required.

ESSENTIAL FUNCTIONS

Makes recommendations to management based upon evaluation of accident data; investigates accidents and recommends remedial action; makes investigations of field operations and working conditions for unsafe and/or hazardous practices; reviews safety training needs and conducts safety training sessions with supervisors and employees; may assist in the administration of the City's Workers' Compensation program; publicizes safe work practices for all employees; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles of safety engineering; OSHA safety orders; principles and methods of safety training.
- Ability to - detect accident hazards in construction, operation, and maintenance activities; plan, organize and coordinate an effective safety and accident prevention program; prepare clear and concise reports; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from a recognized four year college or university and two years of experience in safety engineering, safety training, or conducting safety inspections. NOTE: Qualifying experience may be substituted for the education on a year for year basis up to a maximum of two years.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.